

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: NTC0537747
POSITION NO: 200771
CLASS CODE: 1657

Date Posted: 04/23/13
Closing Date: OUF

POSITION TITLE: Tax Auditor
DEPARTMENT NAME: Office of the Navajo Tax Commission
DEPARTMENT NO: 53 WORKSITE LOCATION: St Michaels, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R65A
Days: Mon thru Fri Permanent: ☒
Hours: 8am - 5pm Temporary: ☐ Duration: \$ \$41,516.80 Per Annum
Part-Time: ☐ No. of Hrs/Wk: \$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Responsible for auditing taxes to include Hotel tax, Fuel tax, Oil & Gas Severance, Business Activity tax, construction activity, and Sale tax; audit appropriate tax returns at the taxpayers place of business; determines correct tax liability; confers with agent of the taxpayer; perform audit selection and pre-audit research; advises taxpayers of audit findings and appeal rights; drafts work papers and finalizes audit report to be reviewed by the supervisor; reviews tax returns and related documents for clerical accuracy, compliance with Navajo Nation Tax Code and Regulations; may be assigned as lead workers during the performance of audits involving team work with other tax auditors; is expected to use standard research and reference methods to resolve the majority of problems encountered.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's degree in Accounting or Business Administration; and

Experience:

Two (2) years experience in tax auditing and cost accounting work, involving financial and accounting systems, budget and fiscal year analysis and information systems; or equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Considerable knowledge of general auditing techniques and methods; considerable knowledge of the principles, practices and methods of accounting; considerable knowledge of basic auditing methods and techniques.

Ability to interpret and apply Navajo tax laws, regulations, and departments policies and procedures as they apply to the field; ability to prepare clear and concise audit findings and work papers to support findings. Ability to properly evaluate information provided by taxpayers. Ability to establish and maintain effective team working relationships with others.

License/Certification Requirements:

Valid state driver's license, ***preferred***.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 01-16-02